

Message

From: Sanders, Amy [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=C8C3424E1C874447AA2629C6EBED66F3-ASANDE02]
Sent: 10/22/2020 2:44:58 PM
To: Marlinga, Richard [marlinga.richard@epa.gov]; Sioco, Wendell [sioco.wendell@epa.gov]
Subject: FW: Guidance on Excused Absence for Voting

Ex. 5 AC/AWP

From: Harvard, Stephanie <Harvard.Stephanie@epa.gov>
Sent: Thursday, October 22, 2020 9:05 AM
To: Sanders, Amy <Sanders.Amy@epa.gov>
Subject: FW: Guidance on Excused Absence for Voting

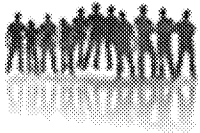
Fyi...

Thanks,

Stephanie K. Harvard
Acting HR Director
U.S. EPA-Office of Inspector General
Office of Management
Human Resources Directorate (HRD)
77 W. Jackson Blvd., 13th Floor
Chicago, IL 60604
(312) 886-9880 (ph)
(312) 520-3264 (cell)

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From: Harvard, Stephanie <Harvard.Stephanie@epa.gov>
Sent: Monday, October 19, 2020 7:15 PM
Subject: Guidance on Excused Absence for Voting



Office of Management
Human Resources Directorate (HRD)

Election season is approaching and as a reminder, according to federal guidelines employees may be granted an excused absence (i.e., administrative leave) to vote depending on their work schedule and the polling times for their voting jurisdiction.

If the difference between an employee's scheduled arrival and departure times and the poll's opening and closing time is less than three hours, an employee is entitled to administrative leave, up to a maximum of three hours. If the polls open or close at least three hours before or after an employee's work schedule, no excused absence may be granted.

If an employee's voting place is beyond normal commuting distance and voting by absentee ballot is not permitted, the agency may grant excused absence (not to exceed one day) to allow the employee to travel to the voting place to cast a ballot. If more than one day is needed, the employee may request annual leave or leave without pay for the additional period of absence.

Any employee needing an excused absence to vote should seek approval from their first-line supervisor.

Per the agency's Official Time Off to Vote policy, the following calculation should be used:

Where polls are not open at least three hours either before or after an employee's regular work hours, limited excused absence or administrative leave may be permitted to make up the difference. There is a simple formula for determining if and how much time an employee will be excused from his or her regular tour of duty on election day, as follows:

- (1) Add three hours to the time that the polls open.
- (2) Subtract three hours from the time that the polls close.
- (3) Subtract the time that the employee's tour of duty begins from the time found in step 1.
- (4) Subtract the time found in step 2 from the time the employee's tour of duty ends.
- (5) The **shorter** time between steps 3 and 4 is the time that the employee may report late or leave early on election day, no matter if the employee elects to vote in the morning or evening.

(b) Example of this calculation

An employee's tour of duty is 8:00 a.m. to 5:30 p.m. and their voting poll opens at 6:00 a.m. and closes at 7:00 p.m.

- (1) Three hours added to 6:00 a.m. is 9:00 a.m.
- (2) Three hours subtracted from 7:00 p.m. is 4:00 p.m.
- (3) 8:00 a.m. subtracted from 9:00 a.m. is ONE HOUR.
- (4) 4:00 p.m. subtracted from 5:30 p.m. is ONE AND ONE HALF HOUR.
- (5) ONE HOUR is less than ONE AND ONE HALF HOUR.

Therefore, the employee may elect to report **ONE HOUR** later (9:00 a.m.), or depart one hour earlier (4:30 p.m.), to vote. (**Note: Employees must inform their supervisor which they chose—report later or depart earlier**).

If you have questions regarding these guidelines, please contact the Human Resources Directorate at: oig_human_resources@epa.gov.

Sent to OIG-Everyone.

Thanks,

Stephanie K. Harvard

Acting HR Director

U.S. EPA-Office of Inspector General

Office of Management

Human Resources Directorate (HRD)

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